



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health, Mississippi Public Health Laboratory, is seeking to fill an Administrative Assistant III vacancy. This position will provide clerical, printing, and mail-related tasks in support of the Mississippi Public Health Laboratory under the direction of a team lead. Duties will include entering patient details and coded test information into the laboratory computer system in an accurate and expeditious manner, printing and/or releasing of finalized laboratory reports via multiple processes (i.e. mail, fax), general scanning, filing and archiving of request forms and other hard copy data, and performing general telephone operator work such as answering incoming calls and transferring calls to the appropriate laboratory section/staff.

Salary Range:

\$26,185.60 – 34,368.60 Based on education and experience

Location(s): Hinds County, Central Office

Qualifications: SHigh School Diploma and 2-4 years data entry or general office experience

How to apply: Interested applicants should submit: 1) Cover letter indicating the title and location(s) for the area in which he/she is applying; 2) *State of Mississippi Employment Application* (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

Mississippi State Department of Health
Office of Human Resources
Attn: Southern Region Administrator
P.O. Box 1700
Jackson, MS 39215
Fax: (601) 576-8067

To learn more about the Mississippi State Department of Health, please visit our website at <http://www.msdh.state.ms.us>.